

**Appendix H**

**Checklist for Basic ECP Applicants**

- \_\_\_ 1. Commanding Officer's Endorsement/Recommendation. (Applicant's correct name, rate, SSN, specific recommendation, original signature.)
- \_\_\_ 2. Officer Programs Application. (Complete, legible correct name, rate, SSN, original signature.)
- \_\_\_ 3. Interviewer Appraisal Sheets (3). (NAVCRUIT 1100/13 provided in Chapter 2, Officer Programs Application.)
- \_\_\_ 4. Evaluations. (Copies of last three years observed Evaluation Report & Counseling (NAVPERS 1616/26).)
- \_\_\_ 5. High School Transcript or GED. (Provide copies of all high school transcripts or GED Certificate and partial HS Transcript.)
- \_\_\_ 6. Award Citations. (Attach one copy of each award citation.)
- \_\_\_ 7. Verification of Birth (age). (Attach a copy of your birth certificate or Report of Birth (Form DD 372)). A service record copy of your birth certificate is also acceptable.
- \_\_\_ 8. U.S. citizenship by birth or naturalization. (If naturalized citizen, provide the requested information in block 6c of the Officer Programs Application Form OPNAV 1420/1.)
- \_\_\_ 9. Sailor Marine Ace Registry Transcript (SMART). (Attach one copy of your transcript for service schools attended.)
- \_\_\_ 10. Personal Motivation Statement. (Use form provided in the Officer Programs Application Form OPNAV 1420/1.)

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\_\_\_11. Documentation of the Command Medical Records Review and Interview.

\_\_\_12. Time in Service (TIS). Minimum four years active duty as of 1 September of fiscal year of application (note: six month waiver may be requested).

\_\_\_13. Age - Must be at least 22 as of 1 November of the application year and must be able to complete a degree and be commissioned prior to 31st birthday.

\_\_\_14. Testing Scores (SAT/ACT). Attach a copy of either SAT or ACT scores completed within three years of 1 January of the application year. (Applicants may also have the SAT or ACT forwarded directly to CNET using the release Code 0493 for both the SAT and ACT.)

\_\_\_15. College Transcript. (Provide copies for all colleges or university attended.)

\_\_\_16. Report of Physical Examination (SF 88 and SF 93), completed after 30 November of the year prior to application.

\_\_\_17. Degree Completion Plan. (See paragraph 3b of Chapter 8 to determine if required.)